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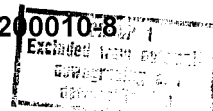
16 April 1964

PLANS STAFF

MISSION:

The Plans Staff supports the Assistant Director (Computer Services) in planning, coordinating, and shaping the development of automatic data processing activities in the Agency and in developing operational plans and activities for the Office of Computer Services.

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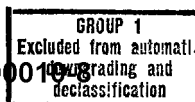
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FUNCTIONS:

1. Plan, review, and coordinate with operating divisions the development and modification of short term and long range OCS objectives; develop and propose (to AD/CS) consolidated plans for OCS activities.
2. Propose and assist (the AD/CS) in the determination of operational policies for OCS.
3. Develop OCS reporting requirements and procedures, coordinate operational reporting by OCS Divisions, and compile periodic and special OCS reports.
4. Develop coordinated project requirements and justification for OCS equipment, manpower, funding, contracting, etc. within the framework of the Agency's Activity Approval System.
5. Provide technical assistance to the Office of Logistics on matters relating to procurement, contract negotiations, etc. for OCS.
6. Represent OCS in matters relating to the Plans and Programs Staff, DD/S&T.
7. Coordinate Division and Staff implementation of an OCS Emergency Plan; including safety, vital materials, emergency operations, and related functions.

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8. Perform ADP management research and analysis studies.
9. Develop ADP equipment justification standards, assist the AD/CS in marshalling pertinent information and evaluating requests for adding or modifying ADP equipment configurations in the Agency.
10. Develop and maintain an Agency-wide ADP equipment control system (i.e., equipment inventory, costs, utilization, etc.); prepare periodic and special ADP reports for Agency management, the Bureau of the Budget, General Services Administration, etc.
11. Provide OCS liaison with other automatic data processing equipment users in the Agency and provide Agency liaison on ADP matters throughout the Government, and with private industry.
12. Collaborate with the Office of Training in planning and providing internal and external ADP training programs to meet Agency requirements.
13. Collaborate with the Office of Security, the Office of Communications, and other organizations through the Intelligence Community in developing and effecting appropriate technical security measures for ADP installations.
14. Represent the AD/CS in relationships with interagency ADP groups, i.e., attend and participate in periodic and special meetings of continuing and ad hoc interagency groups, inform appropriate Agency components of pertinent outcomes of such meetings.
15. Keep appropriate Agency components informed and advised on pertinent developments in the field of ADP.
16. Perform all other ADP planning and related assignments identified by the Assistant Director for Computer Services.

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